

**Meeting Minutes for  
MINERvA Working Group Meeting (WGM)  
Wednesday, February 22, 2006  
1:00 – 2:30 PM Snake Pit**

Attendees: M. Procario, E. Temple, D. Hoffer, T.J. Sarlina, D. Harris, J. Strait, K. McFarland, S. Webster, N. Grossman, H. Montgomery, D. Boehnlein, G. Bock, J. Morfin

New Action Items (or old ones not yet addressed):

1. *Make the Director's Review for CD-3 in Nov. and the DOE Review for CD-3 in January 2007 in order to allow for possible earlier forward funding. (Dean)*
2. *Double-check with Procario that this is a workable timetable (and the other dates on the timelines). (Debbie)*
3. *Check that sufficient time is in the schedule for preparing reqs. to submitting reqs. for purchases on/near the critical path. (PM)*
4. *Provide Mont with a rough, fully burdened cost profile under the tracking prototype scenario by tomorrow (2/23). Done.*
5. *PM to update the cost and schedule tables in the CD-1 documentation (includes Acquisition Strategy & CDR which need to go to Mike P, Steve W., Ed & Dean). PM will do by 3/7/06.*
6. *For the 2 page project schedule summary, PM needs to remove the cost column, make sure the tasks schedule is in agreement with the present funding information and add MS float for L1, L2 MS (and make sure they agree with the PEP, PMP tables). PM will do by 3/7/06.*
7. *Send copies of the Configuration Management, Risk Management and Value Management Documents to Steve W. and Ron L. for their input/comments. Done, need feedback from Steve, (Ron if he has time) and Dean on these.*
8. *Give draft MINERvA/FNAL MOU to PPD, OPMO & Mont for review/comment. (Jorge)*

Agenda:

- 1) Feedback on interchanges between the Lab and OHEP [Mont/All]

*No news since the meeting late last week w/Procario.*

- 2) Discuss MINERvA Timeline[Dean]

*The new timeline was presented (see slides for this meeting). It was arrived at in a discussion with Debbie, Dean, Ed & Nancy. Kevin suggested moving up the CD-3 process, see action item 1 Dean pointed out that most likely there will be a corrective action report that the project will have to respond to after the EIR in order to get CD-2, which may overlap with too aggressive a CD-3 schedule. It was noted that we could go aggressive now and then see how things happen and delay later if needed.*

- 3) Report Progress on CD-1 Documents for Submittal to DOE. [Debbie/Nancy]

*See slides for the project status report. Items are now called out as to what is asked for by 413, what by FNAL and what by Procario for CD-1. It was noted that the Risk Management, Value Management and Configuration Management documents are not needed for CD-1, but for the EIR and thus technically needn't be on the CD-1 list.*

*These three documents need to be written early on (and they have been now) and need to have some history to them by the time of the EIR.*

- 4) Project Status Report w/ Status of Project Documents [Debbie/Nancy/Dave]

*See slides for the project status report.*

- 5) Status of Open Action Items from 08-Feb meeting: [Debbie/Nancy]

Carryover from Prior Meeting

- a) Get feedback from Mont on whether or not he wants same cost change control threshold as Steve Webster (i.e. any use of contingency). (Mont) - *did not get feedback, but sent the e-mail. Mont is OK with using Steve's threshold.*
- b) Acquisition strategy and CDR by March 1 to Steve W and Mike P and Ed and Dean (Acquisition strategy and CDR should be prepared in parallel since AS will have many references to the CDR, similar to PEP and PMP). (PM) *Now March 7 due to need for new funding and schedule range.*
- c) Check that sufficient time is in the schedule for preparing reqs. To submitting reqs. Time for all major purchases and purchases on the critical path. (PM) *First pass completed of this for items over \$50K.*
- d) Put in PMT procurement/bidding times for RFI and RFQ in MSP. (TJ) *Done.*

NEW:

- e) MINERvA PM to revisit R&D vs. MIE and how to minimize the schedule delay due to the MIE funds not arriving until FY08 with an eye to getting the end date delayed not more than 6 months. *We now have a tracking prototype in the schedule for R&D which will greatly help defining the final design of the detector. Mont needs a rough cost profile under the scenario by tomorrow.*
- f) PM to update the cost and schedule tables in the CD-1 documentation. *Will do by 3/7/06.*
- g) PM to work with Mike P. to clearly define what is needed for CD-1 documentation – mainly what is needed to show bullet 2 in Dean's talk (resources available and plan). *(done)*
- h) For the 2 page project schedule summary, PM needs to remove the cost column, make sure the tasks schedule is in agreement with the present funding information and add MS float for L1, L2 MS (and make sure they agree with the PEP, PMP tables). *Will do by 3/7/06.*
- i) Nancy to send Ed & Dean word copies of our RM, CM and VM documents. *Done.*
- j) Dave to send Steve and Joe word copies of the AS. *Done.*
- k) Ed & Dean to look over RM, CM and VM documents and comment. *These look OK to Ed, Dean will get to them after the NOVA review. Send copies to Steve W. and Ron L. for their input.*
- l) Joe & Steve to look over AS and comment. *Looks fine, just need updated funding/schedule information.*